



JOB ANNOUNCEMENT ASSISTANT SUPERINTENDENT COLLECTIONS SYSTEMS

Pay Grade 15

Opening Date: 01/15/2016

Closing Date: Opened until

Full-Time Position

Salary: \$44,883.10 TO \$76,471.84

MINIMUM REQUIREMENTS

- Must be able to compile complex/detailed reports on a daily, weekly, monthly and annual basis
- Thorough Knowledge in operations of Sewer Construction/Repairs
- Three years' experience in Wastewater
- Operates Computerized Maintenance Management System (CMMS)
- Knowledge of Wastewater treatment, theory and practices
- Knowledgeable of EPA, AR-OSHA standards for construction
- Familiarity with construction responsibilities during planning, design, construction and contract close-out
- Knowledgeable in the budgeting process
- Ability to manage the work of construction crews, cleaning crews etc.
- Must be able to compile and prepare clear and concise reports
- Valid Arkansas Driver's License

APPLICANTS MEETING THE ABOVE MINIMUM REQUIREMENTS WILL BE EVALUATED FOR PREVIOUS TRAINING OR EXPERIENCE IN THE DUTIES, KNOWLEDGE, SKILLS AND ABILITIES DESCRIBED BELOW. THOSE APPLICANTS WHOSE TRAINING AND/OR EXPERIENCE BEST RELATE TO THE DUTIES, KNOWLEDGE, SKILLS, AND ABILITIES OUTLINED BELOW WILL BE GIVEN FIRST CONSIDERATION FOR THIS POSITION. APPLICANTS WILL BE EVALUATED ON THE LENGTH AND QUALITY OF WORK EXPERIENCE OF A RELATED NATURE IN PREVIOUS POSITIONS AND ON OTHER FACTORS SUCH AS:

- Absenteeism records
- Current job performance ratings
- Reference from previous employers attesting to work habits, punctuality, and reliability
- Academic record
- Safe driving record

ALL APPLICANTS SHOULD BE RELIABLE, DEPENDABLE AND HARD-WORKING AND MUST HAVE THE ABILITY TO UNDERSTAND AND CARRY OUT WRITTEN & ORAL INSTRUCTIONS. APPLICANTS MUST HAVE THE ABILITY TO WORK WELL WITH DEPARTMENT PERSONNEL AND THE GENERAL PUBLIC.

SAMPLE OF DUTIES AND RESPONSIBILITIES:

- Maintain working knowledge of Federal, State, Local Laws and ordinance pertaining to Wastewater/engineering practices and procedures
- Operates Computerized Maintenance Management System (CMMS)
- Supervise Clerical Staff
- Supervise Repair Crews/TV Crews, Cleaning Crews, Walking Crew etc.
- Ability to compile complex/detailed reports on Daily, Weekly, Monthly and Annual activities/projects to Superintendent
- Ensure compliance with local, state and federal regulations
- Ensure all Safety requirements are met
- Help develop strategic plans for the administration of the Collections Department
- Assist in the development of annual budget
- Perform visual inspections of utility work sites to ensure compliance
- Perform other duties as assigned

APPLICANTS SHOULD SUBMIT A RESUME AND A STANDARD NLR WASTE WATER UTILITY APPLICATION FORM TO:

NORTH LITTLE ROCK WASTE WATER UTILITY, HUMAN RESOURCES DEPARTMENT
7400 BAUCUM PIKE, P.O. BOX 17898, NORTH LITTLE ROCK, ARKANSAS 72117

Applications can be filled out online @

http://nlr.ar.gov/government/a_z_department_list/wastewater/wastewater_employment/
